## Joining the Teams Meeting

## Please read these instructions before clicking on the meeting link we sent you.

We have sent you a guest link to the meeting which requires no login to Office 365 or the Teams Application. Cancel any prompts for login while joining the meeting to avoid conflicts/issues.

## To join on a mobile/tablet device:

- 1. Logout the Teams application before clicking on the meeting link.
- 2. Select "Join as a guest" option when prompted, see snapshot below.
- 3. Cancel any prompts for login while joining the meeting to avoid conflicts/issues.



## To join using a PC or MAC:

- 1. Do not use the Teams App if you are already logged into the app with your work or organisation's account or personal account.
- 2. Logout your Office 365 account, on the browser, before joining the meeting.
- Copy the link and paste it to the browser, preferably Chrome. Select the "Continue on the browser" option, see snapshot below. Please make sure you are logged off your Office 365 account, on the browser, before continuing.
- 4. Cancel any prompts for login while joining the meeting to avoid conflicts/issues.

👘 Join conversation X 🕂			
← → C 🔒 teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2FI%2Fmeetup-join%2F			
uji -	Open Microsoft Teams? https://teams.microsoft.com wants to ope Always allow teams.microsoft.com to op	ssociated app	
		Open Microsoft Tear	ms Cancel
	Cancel the "Open Microsot Team" optio work or personal account, to avoid issu	on if you are logged into ie	b the app with your
		•	Download the Windows app Use the desktop app for the best experience.
How do you w your Teams m	ant to join eeting?		Continue on this browser No download or installation required.
		ŵ	Open your Teams app Already have it? Go right to your meeting.

5. Select "Allow", if prompted with the message below

🎲 Microsoft Te	ams × +
$\leftrightarrow \  \   \rightarrow \  \   G$	e teams.microsoft.com/_#/l/meetup-join/19:meeting_NzZhYjkwN
	teams.microsoft.com wants to
	Allow Block

6. Enter your name and click "Join now".

Choose your audio and Meeting	video settings for	
Enter name	Join now	
Other join o	ptions	
郊 Audio off		